

# Easy entry of the Information Center for first semester students - English

The [Information Center](#) welcomes all first-year students to the Hochschule für Technik Stuttgart – University of Applied Sciences. We will be happy to accompany you throughout your studies with our service and information offers.

To help you get started with your studies, we have compiled all important information about the services offered by the Information Center for you on this page:

## Service and support overview of the Information Center

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## First things first

### Access (HFT account)

#### Access / Login:

In order to use the services offered by the Information Center as well as many other IT services of the university, you almost always need an account (login) of the Hochschule für Technik.

Your login information for the IT systems of the HFT will be created no later than 3 working days after your successful enrollment. You can retrieve your login information from a notice the campus and application portal (<https://campus.hft-stuttgart.de>). The login information consists of user name and password. **It is mandatory to reset the password immediately (via <https://mail.hft-stuttgart.de>).**

Without this initial password change, you will not be able to log into any other HFT IT system.

This is straightforward and you will be guided by the system ([instructions](#)).

The login details (username and password) for the following applications: Moodle, LSF, Confluence, Campus and Zoom account are the same as for your HFT mail account.

### MFA Authentifizierung

#### Important note

For most HFT services and instructions, you will need to set up a multi-factor authentication!

**You can only do this on site at the HFT!**

See instructions:

[Multifaktor authentifizierung](#)

#### Zoom Account

If you need a Zoom account, you can log in to [Zoom via SSO](#) using your HFT email address and your university credentials (user name and password).

You can also find instructions under [Zoom instructions](#)

This will create your Zoom account and make it active right away.

## Rules and regulations



Please refer to the following regulations and bylaws:

- [Library Fee Schedule](#)
- [Brief information on the use of the library](#)
- [User rules IT Services](#)
- [Operating rules IT Services](#)

## Info and support of the Information Center (library and IT services)

If you have questions or problems concerning the **library and the IT services of the university**, the [Info and Support Team](#) of the Information Center will help you.

## Service and Support Portal

[Service and Support Portal of the Information Center](#) (for university members with HFT account)

### Contact

|                            | IT Services                                                    | Library                                                                      |
|----------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------|
| Support pages / Contact    | <a href="#">IT-Support(general)</a>                            | <a href="#">Library Support / Library</a>                                    |
| Contact / E-mail addresses | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a> | <a href="mailto:bibliothek@hft-stuttgart.de">bibliothek@hft-stuttgart.de</a> |
| Phone                      | 0711/8926-2424                                                 | 0711/8926-2928                                                               |

## Online Portals, IT Services and Library of the Information Center at a glance

### IT services at a glance

| Functions / Tasks                                                                                                                                                                            | Service                                       | Instruction                                 | Support                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------|----------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• E-mail communication</li><li>• Calendar</li><li>• Contacts</li><li>• Tasks</li></ul>                                                                 | <a href="#">HFT mail account</a>              | <a href="#">E-Mail at the HFT Stuttgart</a> | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a> |
| <ul style="list-style-type: none"><li>• Multifactor authentication (is the prerequisite for a functioning VPN connection).</li></ul> <p>(The MFA can only be set up on site at the HFT).</p> | <a href="#">Multifaktor-Authentifizierung</a> |                                             | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a> |



[Set up multi factor authentication via cell phone SMS](#)

|                                                                                                                                                                                                                     |                                                      |                                                                                                            |                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
|                                                                                                                                                                                                                     |                                                      | <a href="#">Login to the Campus VPN</a>                                                                    |                                                                |
| <ul style="list-style-type: none"> <li>Lecture schedule</li> <li>Certificate of enrollment</li> <li>Registration for exams</li> <li>Inspection of grades</li> </ul>                                                 | <a href="#">LSF (Campus-Management-System)</a>       | <a href="#">Help on LSF</a>                                                                                | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a> |
| <ul style="list-style-type: none"> <li>digital learning material for the lecture</li> <li>digital hand-ins and learning success checks</li> <li>access to lecture recordings</li> <li>study organization</li> </ul> | <a href="#">Moodle(Lernplattform)</a>                | <a href="#">Hilfe zu Moodle</a>                                                                            | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a> |
|                                                                                                                                                                                                                     |                                                      |                                                                                                            |                                                                |
| <ul style="list-style-type: none"> <li>Video conferencing for online lectures</li> </ul>                                                                                                                            | <a href="#">Zoom (video conference)</a>              | <a href="#">Help with video conferencing with Zoom</a><br><a href="#">Docukmentation from Zoom .us</a>     | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a> |
| <ul style="list-style-type: none"> <li>University Information</li> <li>Instructions</li> <li>Support</li> </ul>                                                                                                     | <a href="#">Confluence (Wiki-Informationsportal)</a> | <a href="#">Hilfe for Confluence</a>                                                                       | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a> |
| <ul style="list-style-type: none"> <li>Internet access <ul style="list-style-type: none"> <li>on the HFT campus</li> <li>at other colleges and universities</li> </ul> </li> </ul>                                  | <a href="#">Internet and WLAN</a>                    | <a href="#">Eduroam</a><br><a href="#">HFTwlan</a><br><a href="#">HFTcampus</a><br><a href="#">IOTwlan</a> | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a> |
| <ul style="list-style-type: none"> <li>encrypted connection to the university network</li> </ul>                                                                                                                    | <a href="#">VPN</a>                                  | <a href="#">VPN install</a>                                                                                | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a> |
| <ul style="list-style-type: none"> <li>web-based access to the network drives of the HFT Stuttgart</li> <li>File-Sharing</li> </ul>                                                                                 | <a href="#">OwnCloud</a>                             | <a href="#">OwnCloud Help</a>                                                                              | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a> |
| <ul style="list-style-type: none"> <li>Study information via smartphone</li> </ul>                                                                                                                                  | <a href="#">UniNow</a>                               | <a href="#">UNINOW - APP of the HFT Stuttgart</a>                                                          | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a> |
| <ul style="list-style-type: none"> <li>Printing, scanning and copying at the HFT</li> </ul>                                                                                                                         | <a href="#">QPilot</a>                               | <a href="#">Printing, scanning and copying services for students</a>                                       | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a> |
| <ul style="list-style-type: none"> <li>PC rooms of the Information Center</li> </ul>                                                                                                                                | <a href="#">PC-Pools IZ</a>                          | <a href="#">PC rooms of the informations center</a>                                                        | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a> |
| <ul style="list-style-type: none"> <li>Software for the private computer <ul style="list-style-type: none"> <li>MS Office</li> </ul> </li> </ul>                                                                    | <a href="#">Download software</a>                    | <a href="#">Microsoft Office 365</a>                                                                       | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a> |

## Bibliothek im Überblick

| Fragestellung                                                                                                   | Angebote und Services              | Anleitungen / Informationen                         | Support                                                                      |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Bücher suchen und finden</li> </ul>                                      | <a href="#">Bibliothekskatalog</a> |                                                     | <a href="mailto:bibliothek@hft-stuttgart.de">bibliothek@hft-stuttgart.de</a> |
| <ul style="list-style-type: none"> <li>E-Books</li> </ul>                                                       | <a href="#">Bibliothekskatalog</a> | <a href="#">Nutzung von E-Books: Erste Schritte</a> | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>               |
| <ul style="list-style-type: none"> <li>Bibliotheksausweis</li> <li>Print Medien ausleihen</li> </ul>            |                                    | <a href="#">Hinweise zur Bibliotheksnutzung</a>     | <a href="mailto:bibliothek@hft-stuttgart.de">bibliothek@hft-stuttgart.de</a> |
| <ul style="list-style-type: none"> <li>Print Medien vormerken</li> <li>Anschaffungswünsche mitteilen</li> </ul> | <a href="#">Bibliothekskatalog</a> |                                                     | <a href="mailto:bibliothek@hft-stuttgart.de">bibliothek@hft-stuttgart.de</a> |

|                                                                                                                                                         |                                                             |                                                                                                        |                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Ausleihen zeigen und verlängern</li> <li>• Merklisten verwalten</li> <li>• Gebührenkonto überprüfen</li> </ul> | <a href="#">Bibliothekskonto</a>                            | <a href="#">Anleitung Bibliothekskonto</a>                                                             | <a href="mailto:bibliothek@hft-stuttgart.de">bibliothek@hft-stuttgart.de</a> |
| <ul style="list-style-type: none"> <li>• Recherche-Datenbanken</li> </ul>                                                                               | <a href="#">Datenbank Infosystem (DBIS)</a>                 | <a href="#">Recherchetipps: Alle Datenbanken</a><br><a href="#">Recherche in einzelnen Datenbanken</a> | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>               |
| <ul style="list-style-type: none"> <li>• DIN-Normen</li> </ul>                                                                                          | <a href="#">Nautos</a>                                      | <a href="#">Nautos Zugang</a>                                                                          | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>               |
| <ul style="list-style-type: none"> <li>• E-Journals</li> </ul>                                                                                          | <a href="#">EZB - Elektronische Zeitschriften Datenbank</a> | <a href="#">E-Journals</a>                                                                             | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>               |
| <ul style="list-style-type: none"> <li>• Lern-Videos</li> </ul>                                                                                         | <a href="#">Bibliothekskatalog</a>                          | <a href="#">Lernvideos-LinkedIn</a>                                                                    | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>               |
| <ul style="list-style-type: none"> <li>• Statistiken</li> </ul>                                                                                         | <a href="#">Statista</a>                                    | <a href="#">Statista Zugang</a>                                                                        | <a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>               |

## Links for your study start

| Function                                | Link                                                                                                                                                                                             |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Study organization / Student department | <a href="https://www.hft-stuttgart.com/studies/while-you-study/study-organisation">https://www.hft-stuttgart.com/studies/while-you-study/study-organisation</a>                                  |
| Info about the study start              | <a href="https://www.hft-stuttgart.com/studies/application/start-of-studies">https://www.hft-stuttgart.com/studies/application/start-of-studies</a>                                              |
| Math bridge course                      | <a href="https://www.hft-stuttgart.com/studies/math-refresher">https://www.hft-stuttgart.com/studies/math-refresher</a>                                                                          |
| Preparation week                        | <a href="https://www.hft-stuttgart.com/studies/orientation-week">https://www.hft-stuttgart.com/studies/orientation-week</a>                                                                      |
| Online language courses                 | <a href="https://register.speexx.com/hft-vespa-verbund/de">https://register.speexx.com/hft-vespa-verbund/de</a><br><a href="https://portal.speexx.com/login">https://portal.speexx.com/login</a> |
| Additional university offers            | <a href="https://www.hft-stuttgart.com/studies/while-you-study/rund-ums-studium">https://www.hft-stuttgart.com/studies/while-you-study/rund-ums-studium</a>                                      |